

~~CONFIDENTIAL~~

STAFF USED IN THE ADMINISTRATION OF THE MEDICAL ASSISTANCE PROGRAM

JOB CLASS TITLE	NUMBER	RESPONSIBILITIES
<u>Deputy Secretary's Office</u>		
Deputy Secretary Social Programs	1	The Deputy Secretary for the Office of Medical Assistance is the administrator of the M.A. Program. Staff in that office provide supportive help in achieving the budget and systems objectives and improving overall effectiveness of the MA Program.
Administrative Officer IV	1	
Management Physician III	1	
Family Assistance Policy Specialist II	1	
Personnel Analyst II	1	
Clerk Stenographer IV	1	
Clerk Typists II	3	
<u>Bureau of Provider Relations</u>		
Welfare Program Executive I	1	Staff of the <u>Division of Provider Enrollment</u> send out provider agreements, process them and maintain records to ensure that all provider files are current. Individuals in the <u>Division of Provider Inquiry</u> receive and respond to a wide variety of telephone calls and letters concerning MA policies and procedures. Staff in the <u>Division of Provider Education</u> conduct provider education sessions and monitor all contracts that involve provider education.
Welfare Program Specialist I	2	
Family Assistance Policy Specialist I	1	
Personnel Analyst III	1	
MA Facilities Records Manager	2	
MA Facilities Records Supervisor	2	
MA Facilities Records Examiner	11	
Clerical Supervisor II	1	
Clerk Typist II	2	
Clerk Typist III	1	
Clerk II	1	
<u>Bureau of Policy and Program Development</u>		
Welfare Program Executive I	2	Staff of the <u>Division of Policy and Program Development</u> plan, write and arrange for the distribution of MA Program regulations and provider handbooks. In addition, management reports are prepared for program planning, budgeting and monitoring.
Planning Analyst	1	
Systems Analyst IV	1	
Program Analyst IV	1	
Family Assistance Policy Specialist II	1	
Family Assistance Policy Specialist I	13	
Clerk Stenographer IV	1	
Child Welfare Services Specialist I	1	
Child Welfare Services Supervisor I	1	
Clerk Typist III	1	
Clerk Typist II	3	
Clerk Typist I	1	

W.T. Pa

SA Approved

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Effective 4-1-80

JUN 17 1980

W.P. SA Approved _____ RC Approved 8/5/80
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JOB CLASS TITLE	NUMBER	RESPONSIBILITIES
<u>Bureau of Reimbursement Methods</u>		
Administrative Officer III	1	In the <u>Division of Exceptional Reimbursements</u> staff negotiate and monitor MA service contracts including EPSDT.
Welfare Program Executive II	1	
Administrative Assistant II	2	<u>Division of Cost Related Reimbursements</u> In this division the staff works closely with the Auditor General's Office, the Comptroller, the DPW Budget Office and the Bureau of Policy and Program Development in developing fiscal/budget procedures.
Administrative Assistant I	2	
Welfare Program Specialist I	4	
Welfare Program Specialist II	2	
Social Worker I	1	
Planner II	1	
Caseworker	1	
Clerk Stenographer II	1	
Clerk Stenographer III	1	
Fiscal Technician	2	
Clerk Typist II	2	<u>Division of Nursing Home Audits</u> Staff is responsible for field and desk audits of nursing homes according to cost-related reimbursement regulations.
Clerk Typist III	1	
Field Auditor I	7	
Field Auditor II	4	
Field Auditor III	4	
Field Auditor IV	3	
Field Auditor V	1	
<u>Bureau of Operations</u>		
Welfare Program Executive I	1	The <u>Division of Claims Review</u> is responsible for the resolution of pending claims, identification of third party resources and prior authorization of selected Medical Assistance services.
Welfare Program Specialist II	2	
Administrative Officer II	3	
Administrative Officer III	2	Staff of the <u>Medical Assistance Management Information System (MAMIS)</u> develop and maintain reference files and manage the fiscal agent contract for keypunch data entry and pending claims resolution for the processing of MA claims.
Family Assistance Policy Specialist I	7	
Public Assistance Examiner I	1	
Casework Supervisor II	1	
Casework Analyst	1	
Welfare Program Specialist II	2	
Clerk Typist III	1	
Clerk Typist II	5	
Budget Analyst III	1	
Management Physician II	2	The <u>Division of Medical Review</u> conducts on-site inspections of long term care facilities and mental hospitals and prepares quarterly reports.
Clerical Supervisor II	1	
Clerk II	1	
Clerk Stenographer II	1	The <u>Division of Nursing Home Relocation</u> arranges for transfer of patients if a facility's provider agreement has been terminated for any reason and is responsible for coordinating this activity with the Departments of Health and Aging.
Clerk Stenographer III	1	
Social Worker II	4	
Social Worker IV	1	
MA Facilities Records Examiner	33	
MA Facilities Records Supervisor	6	
MA Facilities Records Manager	1	

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Effective 4-1-80
8/5/80
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JOB CLASS TITLE

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RESPONSIBILITIES

Bureau of Utilization Review

Administrative Officer II	1	The <u>Division of Institutional Services</u>
Welfare Program Executive II	1	detects overutilization of inpatient
Descriptive Statistician II	1	hospital services and monitors PSRO
Welfare Program Executive I	1	and PDUR activities.
Clerk Stenographer III	1	
Pharmacist I	1	Staff of the <u>Division of Outpatient</u>
Pharmacist II	1	<u>Services</u> detect, investigate and follow-
Pharmacist IV	1	up on fraud and abuse and refer con-
Psychiatric Physician II	1	firmed cases of fraud or abuse to the
Management Physician III	1	Department of Justice's MA Provider
Welfare Program Specialist II	1	Fraud Unit.
MA Facilities Records Supervisor	5	
MA Facilities Records Examiner	23	The <u>Division for Recipient Utilization</u>
Clerical Supervisor II	1	identifies recipients abusing the
Clerk Typist II	5	program and issues restricted M.A.
Clerk Typist III	3	identification cards to such persons.
Clerk II	5	
Clerk III	1	

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